



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/25/80	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-3-A	
Application Number 84 (79-3)		Date Received AUG 27 1980	Date Completed SEP - 8 1980
2. Person to Contact Robert S. Parsons		Working Title Director	Telephone Number 964-1721, # 210
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-3 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1912 Latest To Date		5. Records Series Title (followed by title used in office, if different) Lease Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.			
7. Record Series Description Documents relating to: This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Leases with industrial and commercial agencies for use of space provided by Georgia Ports Authority. Included are: Lease agreements, specific drawings to space and area, insurance policies, financial documents, easements, right-of-ways and related correspondence. File is arranged: By terminal, alphabetically by lessee.			
8. Monthly Reference Rate One to six months old 1; Seven to twelve months old 1; Thirteen to twenty-four months old 0; twenty-five months and older 0			
9. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers ; Shelves ; Other (specify) 3 legal boxes			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value? long term - not historical
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements ↑ The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	5 _____ years.	e. Administrative need	+2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Due to Benton Brothers' lease - extended 2 years in dead storage.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Upon expiration, place in inactive file 1 year; transfer to local holding area 2 years; transfer to dead storage for 5 years; then destroy. A lease which has expired but relates to the new lease with options should be retained with the active lease.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>R.S. Parsons</i>	8-25-80	<i>Carol Roseley</i>	9-25-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Thomas Smith</i>	9-5-80
Secretary of State/Designee		<i>Carroll Hart</i>	9-2-80
Attorney General/Designee		<i>R.A. Thell</i>	9-5-80



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 11-30-78	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-3	
Application Number 41		Date Received DEC 22 1978	Date Completed JAN 18 1979
2. Person to Contact Robert S. Parsons		Working Title Director of Finance	Telephone Number 964-1721, 210
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>129</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1966		5. Records Series Title (followed by title used in office, if different) To Date Lease Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Leases with industrial and commercial agencies for use of space provided by Georgia Ports Authority. Lease agreements, specific drawings to space and area, insurance policies, financial documents and related correspondence.	
File is arranged:		By terminal, alphabetically by lessee.	
8. Monthly Reference Rate One to six months old <u>1</u> ; seven to twelve months old <u>1</u> ; thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>3 legal boxes</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
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- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | <u>5</u> years. | d. Audit period | <u> </u> years. |
| b. Statute of limitation | <u>5</u> years. | e. Administrative need | <u> </u> years. |
| c. Federal law | <u> </u> years. | f. Federal retention instructions | <u> </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

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- ☐ Transfer to State Records Center; hold year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
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These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>[Signature]</i>	12-20-78
State Records Committee (Signature)			
State Auditor/Designee		<i>[Signature]</i>	1-17-79
Secretary of State/Designee		<i>[Signature]</i>	1-8-79
Attorney General/Designee		<i>[Signature]</i>	1-17-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)